

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 10-17**

2 APRIL 2001

Test and Evaluation

**OPERATIONAL TEST AND EVALUATION
(MAJCOM/NAF/SWC/TEST
SQUADRON/WING/UNIT)**

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Supersedes AFSPCCL 10-17, 1 Dec 98.

Certified by: DOT (Col Mark T. Lilevjen)
Pages: 6
Distribution: F

This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of Operational Test and Evaluation (OT&E). It applies to HQ AFSPC and all subordinate units. It also applies to Air Force Reserve Command (AFRC) units when published in the AFRCIND2 and to the Air National Guard units when performing AFSPC operational missions.

SUMMARY OF REVISIONS

This checklist has been revised to reflect the new publications format, new Force Development Evaluation terminology and updates previous edition of self-inspection guide. A bar (¾) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This is a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. Add to or modify each area as needed to ensure an effective and thorough review of a unit's Operational Test and Evaluation Programs. **See Attachment 1.**

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Attachment 1

TEST AND EVALUATION CHECKLIST

Table A1.1. Checklist.

SECTION A - HQ AFSPC			
MISSION STATEMENT (applies to all sections): Implement the Operational Test and Evaluation (OT&E) guidance, policies and procedures outlined in DoD, AF, AFSPC, NAF and wing instructions. Ensure that only operationally effective and suitable systems are used for operational missions.			
NOTE: All references are from AFSPCI99-101, <i>Operational Test and Evaluation (OT&E) for Space and Intercontinental Ballistic Missile (ICBM) Operations</i> , unless otherwise noted.			
KRA 1 – POLICY and GUIDANCE			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Has an office been established to provide policy and guidance for AFSPC-conducted testing? (para 2.3.1)			
1.1.2. Do Command Leads provide command approved requirements to test agencies for programs initiated by DR and tested by AFSPC or AFOTEC? (para 3.2.2)			
1.1.3. Does HQ AFSPC/XPIF approve test participation/observation of/by foreign nationals? (para 3.5.4)			
1.1.4. Does HQ AFSPC/XPIF provide guidance concerning the release of any test data to outside agencies/organizations? (para 3.1.8)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does HQ AFSPC/DR interface with AFOTEC on all Initial Operational T&E (IOT&E) matters, and coordinate AFOTEC's IOT&E test concepts with applicable organizations within the command? (para 2.2 and 3.2.3)			
1.2.2. Does HQ AFSPC/DR interface with AFOTEC and the applicable System Program Office (SPO) on the certification process for dedicated OT&E? (para 3.2.3, AFMAN 63-119, para 1.4.4)			
1.2.3. Do the Command Leads provide assistance to test squadrons and customers in developing Critical Operational Issues (COI), Measures of Effectiveness (MOE), Measures of Performance (MOP) and success criteria? (para 8.3, 8.4, and 8.5)			
KRA 2 – PROGRAM EVALUATION			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Is OT&E testing the operational effectiveness and suitability (as applicable) of systems? (AFI 99-102, para 1.1 and AFSPCI 99-101, para 1.1)			

2.1.2. Is a Force Development Evaluation (FDE) program established, as necessary, to periodically evaluate systems to ensure they continue to meet user requirements and to explore non-materiel means of satisfying deficiencies? (AFI 99-102, para 2.3.4, and AFSPCI 99-101, para 1.4.1)			
2.1.3. Do appropriate staff agencies review and approve test plans? (para 2.5, 3.1.4, 8.1 and Table A2.1)			
2.1.4. Do appropriate staff agencies review and approve test reports? (para 10.2.2 and Table A2.2)			
2.2. NON-CRITICAL ITEM:	YES	NO	N/A
2.2.1. Are SAMPS and TEMPs involving AFSPC programs reviewed? (para 2.1)			
2.2.2. Are Test Requests submitted to HQ AFSPC/DOT for AFSPC-conducted OT&E test requirements? (para 4.1, 4.2 and 4.3)			
KRA 3 - RESOURCE ALLOCATION			
3.1. CRITICAL ITEM:	YES	NO	N/A
3.1.1. Does HQ AFSPC/DO ensure funds are available for all AFSPC-conducted test programs on the executable list? (AFI 99-102, para 6.23.3, and AFSPCI 99-101, para 2.3.4 and 3.1.7)			
3.2. NON-CRITICAL ITEM:	YES	NO	N/A
3.2.1. Does HQ AFSPC/DO issue test orders to the SWC/CC for all tests deemed as executable defining the overall test objectives and organizations tasked to support the test? (para 3.1.3, 7.1, 7.2 and A4.1)			
KRA 4 - PLANNING, PROGRAMMING AND BUDGETING			
4.1. NON-CRITICAL ITEM:	YES	NO	N/A
4.1.1. Does HQ AFSPC/DO ensure testing requirements (funds, manpower and tools) are accounted for in the planning, programming and budgeting cycle? (para 3.1.6)			
KRA 5 - DIRECT SUPPORT			
5.1. NON-CRITICAL ITEM:	YES	NO	N/A
5.1.1. Does HQ AFSPC/DO provide direct support to the HQ AFSPC/IG by maintaining a current Inspection Checklist for the OT&E functional area? (HQ AFSPC/DO OI 90-1, para 3.4 and 4.4)			

SECTION B - NAF			
5.2. CRITICAL ITEM:	YES	NO	N/A
5.2.1. Does NAF maintain situational awareness of operational system impacts due to testing? (Para 3.8.6)			
5.3. NON-CRITICAL ITEMS:	YES	NO	N/A
5.3.1. Does the NAF direct appropriate operational units to provide a test support manager and required test support team members to operate systems under test and comply with test related tasks as specified in AFSPC issued Test Orders? (para 3.8.2)			
5.3.2. Do appropriate staff agencies coordinate on all external-agency testing of AFSPC assets? (para 3.8.3 and Table A2.1)			
5.3.3. Does the NAF approve/coordinate waivers to Tech Order procedures related to operational weapon system components/hardware, and coordinate those waivers with the SWC, applicable SPO and safety office? (para 3.8.4)			
5.3.4. Are Test Requests submitted to HQ AFSPC/DOT for AFSPC-conducted NAF OT&E test requirements? (para 4.1, 4.2 and 4.3)			
SECTION C – SWC			
5.4. CRITICAL ITEMS:	YES	NO	N/A
5.4.1. Is OT&E testing the operational effectiveness and suitability (as applicable) of systems? (AFI 99-102, para 1.1 and AFSPCI 99-101, para 1.1)			
5.4.2. Does SWC/CC release test plans, as required? (para 3.9.4 and Table A2.1)			
5.4.3. Does SWC/CC approve test reports, as required? (para 3.9.5 and Table A2.2)			
5.4.4. Does the SWC approve waivers to Tech Order procedures related to test-unique components/hardware, and coordinate those waivers through NAF/LG, applicable SPO and safety office? (para 3.9.6)			
5.5. NON-CRITICAL ITEMS:	YES	NO	N/A
5.5.1. Are SAMPS and TEMPs involving AFSPC programs reviewed? (para 2.1)			
5.5.2. Are Test Requests submitted to HQ AFSPC/DOT for AFSPC-conducted SWC OT&E test requirements? (para 4.1, 4.2 and 4.3)			
5.5.3. When in receipt of a Test Request, is a recommendation on test squadron capability to support test along with a Rough Order of Magnitude (ROM) estimate of required test resources provided to HQ AFSPC/DOT? (para 3.9.8, 5.1 and 5.2)			

5.5.4. When in receipt of test orders, is test program management responsibility assigned to a test squadron or SWC division? (para 3.9.3)			
SECTION D - TEST SQUADRON			
5.6. CRITICAL ITEMS:	YES	NO	N/A
5.6.1. Is OT&E testing the operational effectiveness and suitability (as applicable) of systems? (AFI 99-102, para 1.1 and AFSPCI 99-101, para 1.1)			
5.6.2. Are standard safety and security practices and procedures followed while accomplishing test objectives? (para 8.2.1.1 and 9.4)			
5.6.3. Is a test plan prepared and approved by appropriate approval authority prior to test conduct? (para 8.1, 8.2.1 and Table A2.1)			
5.6.4. Are high risks and other safety factors brought to the attention of the test team and briefed at the Test Readiness Review Board (TRRB) to include: Identified hazards and mitigating measures; safety go/no-go criteria; safety responsibilities and authority; and abort or backout procedures, if any? (para 8.2.1.1 and 8.6.2.5)			
5.6.5. Are test pass/fail criteria (as applicable) based on the customer's requirements and documented in the test plan? (para 8.5)			
5.6.6. Is testing conducted in accordance with the test plan and appropriate detailed test procedures? (para 9.1)			
5.6.7. Is OT&E conducted in as operationally realistic an environment as possible (using operational assets or appropriate system models/ simulations)? (para 1.3)			
5.7. NON-CRITICAL ITEMS:	YES	NO	N/A
5.7.1. Are SAMPS and TEMPs involving AFSPC programs reviewed? (para 2.1)			
5.7.2. For acquisition programs, does the RTA participate in the certification process (if required) to ensure system readiness for dedicated OT&E? (AFMAN 63-119, para 1.4.3)			
5.7.3. For each test program, has the option of combined OT&E and DT&E been evaluated? (AFI 99-102, para 2.2.4)			
5.7.4. Is Operational Risk Management used to identify and mitigate test hazards? (para 8.2.1.1, AFI 91-213 para 1.2, 3.4)			
5.7.5. Is a Test Resource Plan prepared prior to conducting testing? (para 3.11.3 and 8.2.2)			
5.7.6. When requiring use of host base resources, does the test manager develop a Memorandum of Agreement (MOA) to coordinate use of the resources and provide a copy to HQ AFSPC/DOT? (para 8.2.2.2)			

5.7.7. Is a TRRB conducted before starting the test activity? (para 8.6)			
5.7.8. Are COIs, MOEs and MOPs developed in coordination with the customer and the HQ AFSPC Command Lead? (para 8.3 and 8.4)			
5.7.9. Are approved test reports distributed to the following offices: the office requesting the test, the affected unit, group and wing commanders, HQ AFSPC/DOTO, applicable HQ AFSPC operations divisions (DOM, DOO, DOS, or DOY), applicable HQ AFSPC/LG/DR divisions (to include HQ AFSPC/LGM(M)), HQ AFSPC/HO/SEW, applicable NAF/DO/LG, HQ SWC, applicable SPO, applicable test squadron, HQ USAF Weapons School Space Division, DTIC and HQ USSPACECOM/J6C for test reports on a component or subsystem of the ITW/AA System? (para 10.2.3)			
5.7.10. Does the wing only perform non-OT&E functions? (para 2.3.3 and 7.2)			
5.7.11. Do appropriate wing agencies coordinate on all external-agency testing of AFSPC operational assets? (para 2.5, 3.10.3 and Table A2.1)			
5.8. NON-CRITICAL ITEMS:	YES	NO	N/A
5.8.1. Does unit assist the RTA in developing the test plan and detailed test procedures? (para 3.13.1)			
5.8.2. Does the unit operate the system during test execution? (para 3.13.3)			
5.8.3. Does the unit participate in all data scoring boards? (para 3.13.5)			
5.8.4. Does the TSM coordinate the test plan through the wing/host base safety office at the test location? (para 8.2.1.1)			